

CLASSIFICATION: CHIEF OF FOREST PROTECTION

Class Code: 1870-28

Date Established: 07-01-11

Occupational Code: 3-1-7

Date of Last Revision: 09-28-15

Exempt Status: Exempt

BASIC PURPOSE: To supervise, develop, and implement all activities of the Bureau of Forest Protection within the Division of Forests and Lands, to include the forest fire management, forest law enforcement, and Department of Resources and Economic Development lands patrol programs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Supervises professional forest protection staff in maintaining adequate forest fire protection, detection and suppression; enforcement of forest protection laws, and protection of Department of Resources and Economic Development lands.
- Oversees the statewide enforcement of forest fire, forest health, timber harvesting, and Department of Resources and Economic Development lands laws, rules and regulations, reviewing investigations and cases as necessary.
- Discusses forest protection issues with the legislature, including preparing and presenting public defense of proposed changes in agency policy or regulations, testifying on legislative bills, and proposing and/or developing legislative language concerning protection of forest resources.
- Meets with local, state and federal officials to coordinate matters pertaining to protection of forest resources, including preparation of lectures and programs.
- Develops and supervises all budgetary functions incidental to the department's responsibility for forest protection, including obtaining and administering federal funds.
- Represents the department and division on state, regional and national boards, commissions and committees.
- Develops and implements long-term planning goals and objectives

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires delegating supervisory or program responsibilities to subordinate managers, with overall accountability for hiring employees or approving program policies. The supervisor in this position assumes responsibility for an organizational unit, including developing long-range plans, analyzing staffing requirements, and formulating systemwide policies and procedures.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires acting as the official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in forestry, natural resources, environmental conservation, criminal justice, fire science, or a related field.

Experience: Seven years' experience in any combination of the following areas: wildland fire management, fire suppression or prevention, forest management, or environmental and conservation law enforcement; four years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation or related management experience.

OR

Education: Bachelor's degree from a recognized college or university with a major study in forestry, natural resources, environmental conservation, criminal justice, fire science, or a related field.

Experience: Eight years' experience in any combination of the following areas: wildland fire management, fire suppression or prevention, forest management, or environmental and conservation law enforcement; four years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation or related management experience.

License/Certification: Must possess a current driver's license. In addition, Chief of Forest Protection must meet the certification requirements listed for the Forest Ranger series, as stated below.

SPECIAL REQUIREMENTS: Chief of Forest Protection must satisfactorily complete the conditions of employment listed for the Forest Ranger series, as stated below.

SPECIAL REQUIREMENTS FOR FOREST RANGER I, II, III & IV

1. **Age:** Must be at least 21 years of age on the date indicated on the job announcement.
2. **Physical Fitness and Strength:** Applicants must be able to pass a specified strength and agility test designed to measure ability to perform physically demanding tasks encountered in job performance. All Forest Rangers I-IV will be required to submit to and pass, at 3-year intervals, a medical examination and physical fitness test, as a condition of continued employment.
3. **General:** A medical examination shall be required after a conditional offer of employment has been made and prior to appointment. A thorough background investigation and reference check will also be made before appointment. Candidates who do not have a conviction free record of serious offenses will be ineligible for appointment.
4. **Forest Ranger Certification:** During the probationary period, employees must successfully complete the specified training courses and become fully certified as Forest Rangers qualified to fight forest fires by the New Hampshire Fire Standards and Training Commission or by the Director of the Division of Forests and Lands.
5. **Police Officer Certification:** During the probationary period, employees must satisfactorily complete the preparatory training program for police officers established by the New Hampshire Police Standards and Training Council and become certified as police officers pursuant to RSA 188-F, unless already certified and certification is still in effect. Pursuant to RSA 227-G:9, Forest Rangers hired prior to January 1, 2005 are required to be part-time certified, whereas any Forest Ranger hired after that date is required to be full-time certified. A minimum of eight hours of approved training per year is required for continuing certification.

NOTE: Additional information concerning the physical fitness and strength test, Forest Ranger certification, or police officer certification can be obtained from the Division of Forests and Lands, Department of Resources and Economic Development.

RECOMMENDED WORK TRAITS: Extensive knowledge of the methods and practices of forest fire prevention and suppression. Thorough knowledge of state laws and regulations relating to the protection of forest resources and lands. Ability to develop and maintain sound programs and campaigns relating to forest protection. Ability to communicate effectively with individuals and groups, to include emergency personnel from other agencies. Ability to present clear and concise written and oral reports. Ability to undergo periods of stress. Ability to supervise a staff of professional forest protection employees. Ability to establish and maintain effective working relationships with other employees, local, state and federal officials and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.